

## WASHINGTON STATE ICS TRAINING POLICY

### PURPOSE

This policy provides the basis for implementation of the Washington State Emergency Management Division (EMD) Incident Command System (ICS) Training Program. The program goal is to ensure quality delivery of ICS training by local jurisdictions and to build a cadre of trained and experienced local ICS instructors.

The target audience for this policy is the local Department of Emergency Management (DEM) and its ICS training cadre. It addresses the requirements to become a state-certified ICS instructor and the procedures for a DEM to sponsor an ICS course.

### ICS CURRICULUM

The NIMS Training Program outlines instructional standards for all ICS courses. The following courses provide an orientation to general NIMS concepts. It is recommended that students follow the sequence below:

- IS-700: National Incident Command Systems (NIMS) An Introduction
- IS-800.b: National Response Framework An Introduction
- IS-100.b: Introduction to Incident Command System, ICS-100
- IS-200.b: ICS for Single Resources and Initial Action Incidents, ICS-200

These courses are available online through the FEMA Independent Study Program at: <http://training.fema.gov/IS/NIMS.aspx>.

Classroom delivery is the second option for completing these courses. Local DEMs and ICS instructors can acquire course materials at the website above by clicking on the course and downloading the classroom materials.

ICS-300 and ICS-400 are designed to be facilitated in a classroom in order to capture the enhanced learning through experiential methods. Neither course is available online due to the nature of the material and desired outcomes. These two courses are targeted for:

- ICS-300: Intermediate ICS for Expanding Incidents – Intended for individuals who may assume a supervisory role in expanding incidents for Type 3 incidents.
- ICS-400: Advanced ICS – Intended for senior personnel who are expected to perform in a management capacity in an area command or multiagency coordination entity.

The curriculum is designed to bring together groups from diverse response backgrounds and disciplines, so as to collaborate in simulated incident scenarios. Interaction is the key for students to gain thorough understanding of ICS concepts and to practice on-scene incident management.

## REQUIREMENTS TO BECOME A STATE CERTIFIED ICS INSTRUCTOR

In January 2006, the National Integration Center (NIC) published training guidelines for the identification of ICS instructors. Washington State EMD certifies ICS instructors based on three requirements: ICS training, ICS instructor experience, and DEM sponsorship. Local jurisdictions may enforce a higher standard for their training programs at their discretion.

- **ICS Training.** ICS instructors will have successfully completed IS-700, IS-800, ICS-100, ICS-200, ICS-300, ICS-400, and L-449 ICS Train-the-Trainer (TTT) courses. EMD coordinates with EMI or other federally recognized providers to conduct the L-449 ICS TTT course. L-449 certificates are issued by these federal agencies.
- **ICS Experience.** Instructors must have served in a mid-level incident management position within five years in: real-world incidents, planned events, or exercises that required a written Incident Action Plan (IAP) or encompassed more than one operational period. EMD expects the local jurisdiction to ensure that each instructor possess recognized qualifications in techniques of instruction and adult education methodologies.
- **DEM Sponsorship.** To support counties, tribes, and local jurisdictions in attaining NIMS compliance, EMD requires a letter of sponsorship from the local DEM to ensure that jurisdictions are selecting instructors they choose to support. EMD will recognize endorsement by any region, county, city, or tribe that holds statutory responsibility for jurisdictional emergency management under RCW 38.52 (see Resources and References). The sponsorship letter should be on agency letterhead and signed by the agency director. Its purpose is to describe the jurisdiction's need for the individual to be a certified ICS instructor and an endorsement of that instructor for their jurisdiction.

## REQUESTING STATE INSTRUCTOR CERTIFICATION

Requests for instructor certification should be sent to [EMD.training@mil.wa.gov](mailto:EMD.training@mil.wa.gov). When submitting a request, provide the following documents:

1. Copies of certificates of completion of IS-100.b, IS-200.b, IS-700, IS-800.b, ICS-300, and ICS-400.
2. Documentation of ICS experience. This can be in a narrative document citing the positions worked, incidents/exercises and dates, your involvement in the preparation of the IAP, and your experience/qualifications as an instructor. This documentation does not need to be complex nor require a resume or curriculum vita, as long as the pertinent information is included.
3. Sponsorship letter from your local Department of Emergency Management. (Page 5 provides a letter template.)

Submissions are evaluated by the State Training Officer to see if the requestor meets all of the requirements. Approved instructors will be notified by email and provided any necessary training information.

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## ICS INSTRUCTOR DATABASE

State-certified ICS instructors are expected to actively engage in instructing ICS-300 or ICS-400 courses under the approval of the sponsoring jurisdiction for recognition as a Washington State ICS instructor.

A list of instructors who are certified to teach ICS in Washington State can be obtained from the State Training Program Manager. It is the instructor's responsibility to ensure that their contact information is current as well as to ensure they are currently enrolled in the system.

ICS instructors who have not been active for three years will be removed from the State Recognized Instructor List. For reinstatement, instructors must submit request to the State Training Program Manager accompanied by a current DEM sponsorship letter.

Annually, the State Training Program will email all instructors to verify contact information. This will be done in order to:

1. Verify that your contact information is valid.
2. Or to request removal from the list of trainers.
3. And provide any ICS training updates.

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## PROCEDURES FOR CONDUCTING ICS-300 AND ICS-400 COURSES

The local DEM initiates coordination of the course through contact with the State Training Program Manager. The DEM can utilize a local certified ICS instructor or can request support from adjacent jurisdictions.

- **No later than four weeks prior to the start date:** The course manager notifies the State Training Program Manager of the proposed agenda, class dates and times, course instructors, and registration process. EMD will schedule the course on the Integrated Training and Exercise Calendar at <http://www.emd.wa.gov/training/training.shtml>. It is the local DEM responsibility to allow enough time for state review—this is a necessary element for state certification of the local course delivery.
- **Course hours and completion:** The state objective for course instruction is to deliver performance-based training. Additionally, the NIMS Training Program requires instruction standards to meet a minimum of 18 contact hours for ICS-300 courses and a minimum of 14 contact hours for ICS-400 courses. Students must attend all required course hours and pass the final exam in order to have successfully completed the course.
- **After the course is completed:** The course manager shall submit the course data by submitting a completed ICS Course Completion Form. The form will be submitted electronically, **in Excel format**, via email to [EMD.training@mil.wa.gov](mailto:EMD.training@mil.wa.gov). EMD will process electronic certificates and send them to the course manager for distribution to participants. Contact the State Training Program Manager for a copy of this form. A sample of the form is shown on page 6.

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## **STUDENTS FROM OUTSIDE JURISDICTIONS**

Students from other states or from federal agencies will be allowed to take state-sponsored courses on a stand-by basis. The course manager will finalize the student roster and make the determination to admit students from the stand-by list. EMD encourages local jurisdictions to admit students from all jurisdictions, but recognizes the necessity of placing students from outside jurisdictions on a stand-by basis. Course managers have the final decision concerning admittance of students.

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## **COURSE CERTIFICATES**

Certificates for ICS-100, ICS-200, IS-700, and IS-800 are issued by the Emergency Management Institute. There are two options to obtain certificates:

1. Students who complete courses online through the FEMA Independent Study Program will receive a federal certificate immediately upon the successful completion of the online test.
2. For classroom delivery, instructors should direct students to the online course for testing only.

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## **REPLACEMENT CERTIFICATES**

Requests for replacement certificates should be sent to [EMD.training@mil.wa.gov](mailto:EMD.training@mil.wa.gov). When submitting a request, provide the following information (the more precise and complete the data, the more expedient and successful the search will be):

4. Name as it would have appeared on the certificate and course roster
5. Which course, ICS-300 or ICS-400
6. Date course conducted
7. City course was conducted in
8. Who instructed the course

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## **RESOURCES AND REFERENCES**

National Incident Management System (NIMS)  
Department of Homeland Security, FEMA 501, December 2008.  
[http://www.fema.gov/pdf/emergency/nims/NIMS\\_core.pdf](http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)

NIMS Training Program  
Department of Homeland Security, Federal Emergency Management Agency, National Integration Center, September 2011.  
[http://www.fema.gov/pdf/emergency/nims/nims\\_training\\_program.pdf](http://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf)

Chapter 38.52 Revised Code of Washington (RCW) – Emergency Management  
<http://apps.leg.wa.gov/rcw/default.aspx?cite=38.52>

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## STATE POINT OF CONTACT

Washington State EMD's Exercise and Training Section is the proponent for the promulgation of this policy. Questions or comments can be directed to James Yates, State Training Program Manager at (253) 512-7049 or [james.yates@mil.wa.gov](mailto:james.yates@mil.wa.gov) or [EMD.training@mil.wa.gov](mailto:EMD.training@mil.wa.gov).

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## SPONSORSHIP LETTER TEMPLATE

### Agency Letterhead

Your City, State, Zip Code  
Your Phone Number  
Your Email Address

#### Date

#### Contact Information

#### Salutation

#### Body of Letter

1. Request individual, by name, to become a certified ICS instructor for your jurisdiction.
2. Describe the jurisdiction's need for the individual to be certified.
3. Provide individual's experience in mid-level incident management.
4. Identify individual's qualifications in techniques of instruction and adult education methodologies.
5. Endorsement of the individual to be your jurisdiction's ICS instructor.

#### Complimentary Close:

**Signature:** [Signed by agency director for county, city, or tribal emergency management]

